

SPECIAL REVENUE FUNDS

Program Summary

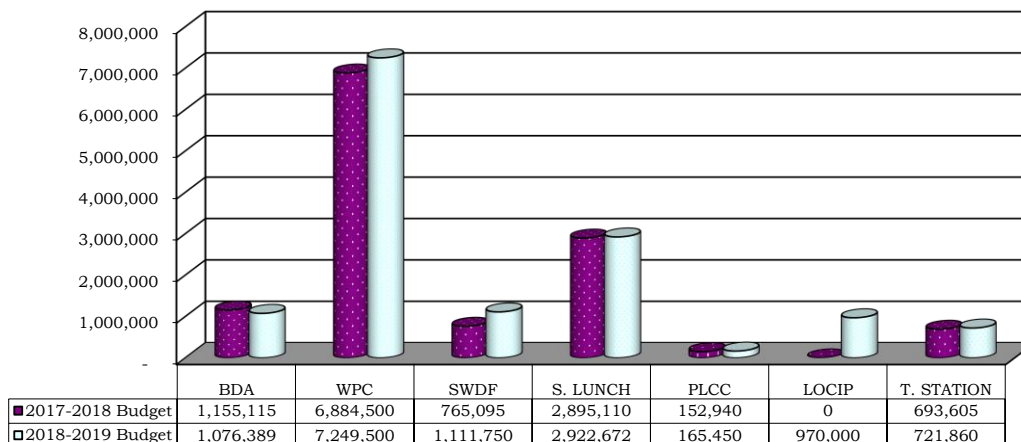
Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. A summary of the 2018-2019 Special Revenue Funds as presented in the budget document behind the "Special Revenue" tab are shown below.

- COMMUNITY DEVELOPMENT BLOCK GRANT - BRISTOL DEVELOPMENT AUTHORITY
- SEWER (WPC) OPERATING AND ASSESSMENT
- SOLID WASTE DISPOSAL
- SCHOOL LUNCH PROGRAM
- PINE LAKE CHALLENGE COURSE
- LOCIP PROJECTS
- TRANSFER STATION

Special Revenue Funds Budgets and Expenditures

	2016-2017 <u>Actual</u>	2017-2018 <u>Budget</u>	2018-2019 <u>Budget</u>
Community Development Block Grant (BDA)	1,205,899	1,155,115	1,076,389
Sewer (WPC) Operating and Assessment	5,783,402	6,884,500	7,249,500
Solid Waste Disposal	1,000,000	765,095	1,111,750
School Lunch Program	3,161,805	2,895,110	2,922,672
Pine Lake Challenge Course	107,420	152,940	165,450
LOCIP Projects	610,000	0	970,000
Transfer Station	630,817	693,605	721,860
Total Special Revenue Funds	\$12,499,343	\$12,546,365	\$14,217,621

SPECIAL REVENUE FUNDS BUDGETS 2017-2018 and 2018-2019



COMMUNITY DEVELOPMENT BLOCK GRANT BRISTOL DEVELOPMENT AUTHORITY

Justin Malley, Executive Director
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Service Narrative

The office of the Bristol Development Authority (BDA) is responsible for economic and community development in the City of Bristol, and is the successor agency to the Redevelopment Agency. The department is also responsible for writing and administering major grants, as well as for City of Bristol marketing efforts. The department is governed by a nine-member, bi-partisan Board that is chaired by the Mayor. The Board has full responsibility for the Community Development Block Grant (CDBG) programs, reviews applications for the Neighborhood Assistance Act, oversees redevelopment activities which include overseeing incentive programs, including economic development grants, tax abatements, and more.

The BDA office has six staff members, the majority of which administer or generate special revenue. The grants administrator and marketing and public relations specialist positions are funded directly by the City, while four other positions – the executive director, the community development coordinator, the housing and projects specialist, and the department's administrative assistant – are funded by both the City and the federal government. The federal government requires a specific accounting for each portion of the salaries. All activities herein have been and will be accomplished within the confines of available personnel and budgets.

Economic development efforts are concentrated on attracting, retaining, and growing industrial, office, medical, and retail establishments in the City. The BDA also works to encourage the development of new residential projects. This strategy helps to grow the commercial/industrial/residential tax base. In addition to increasing the tax base, the BDA is focused on increasing employment opportunities in Bristol and stimulating economic development in other ways. Part of this process includes promoting the many qualities that make Bristol an ideal location to set up shop, from its educated and hard-working workforce to potential tax abatements and grant funding.

Downtown redevelopment, including the West End neighborhood, is a priority for the BDA. As much a fundamental quality of life issue as an economic development one, downtown redevelopment is part of a continuing effort to improve the physical environment, to attract new businesses, and to establish a new sense of purpose for the City center. The BDA has taken the lead on redeveloping approximately 15 acres in the heart of downtown now known as Centre Square.

Fiscal Year 2018 Major Service Level Accomplishments

Economic Development

- Completed a "Master Plan" for the 15-acre former Centre Mall site now known as Centre Square.
- Coordinated construction of the first roadway on Centre Square that will serve the new Bristol Hospital Ambulatory Care Center as well as future developments on the site.
- Coordinated Urban Jobs tax abatements for several manufacturers associated with their expansions/relocations to Bristol.
- Coordinated special tax abatement incentives for Silent Partner Logistics/Bestseller Brands to incentivize its establishment on Minor Road.

Special Revenue Funds – (continued)

- Coordinated Enterprise Zone tax abatements for several downtown projects, including the redevelopment of the former Bingham and O’Connell Schools.
- Coordinated an economic development grant for Max Pizza to assist with the renovation and creation of new jobs at 454 Middle Street.
- Coordinated small business grants for Family Hair and Ascension Athletics to help these small businesses continue to grow in Bristol.
- Coordinated downtown grants for Main Street Pint and Plate, Firefly Hollow Brewing, Get Up N Dance, and Real Cafe to support the resurgence of downtown Bristol.
- Coordinated an economic development grant to Novo Precision to assist with the purchase of manufacturing equipment associated with its expansion on Dolphin Road.
- Coordinated economic development grants for Winchester Industrial Controls and Curtis Products – two large manufacturers/contractors that will create 70 full-time jobs in Bristol.
- Successfully obtained a federal “Opportunity Zone” designation, which opens up the possibility of receiving private investment directed for Census tract 4061.
- Coordinated the creation of a Tax Increment Financing (TIF) plan for Downtown Bristol that offers a powerful economic development incentive for private downtown developers as well as a financing mechanism for the City of Bristol to complete essential infrastructure improvements downtown.

Grants

Funding Highlights

- A Historic Restoration Fund grant was awarded to the Bristol Public Library by the State Historic Preservation Office for lead paint abatement in the amount of \$20,000.
- The Bristol Fire Department was awarded a grant from the Firehouse Subs Foundation with the support of the local franchise. The grant will enable the Department to purchase Hurst extraction equipment (spreader, cutter, ram, and accessories). The total award is \$36,655.
- The National Recreation and Parks Association (NRPA) and the Walmart Foundation awarded \$20,000 to Bristol’s Parks & Recreation Department and Public Library/ Children’s Department to purchase equipment and increase the number of healthy meals served to children through the Summer Food Service program. Summer meals (including snacks and lunch) will be served at Rockwell Park and the Children’s Library during the summer months, along with information about nutrition and exercise.
- Two grants were obtained by the City to support a variety of programs in 2018:
 - Recycling Mailing to Bristol Households, from CT DEEP - \$5,063
 - Granite Cemetery Markers for Lewis St. Cemetery, from Thomaston Savings Bank Foundation - \$1,500.

Special Revenue Funds – (continued)

Ongoing Grant/Project Administration

- A Phase III environmental assessment at the former J.H. Sessions factory at 273 Riverside Avenue was completed by WSP, Inc. in anticipation of possible cleanup and disposition of the property. The City has been working with the CT Brownfield Land Bank and issued an RFP to attract potential developers who are interested in acquiring the property.
- The City continues its work on a Remedial Action Plan for 894 Middle Street, a 17-acre property with tremendous economic development potential once it is free of contaminants. Funding for this project comes from a \$1.3 million CT DECD Brownfields cleanup grant awarded in 2016. The plan includes a proposed partnership with FuelCell Energy, Inc. to build a fuel cell park on the rear corner of the lot that will encapsulate a significant portion of the contaminated soils, thus freeing the front portion of the parcel for development and sale. An RFP for this remediation project is anticipated in summer 2018.
- The City continues to install free smoke and CO detectors in one- and two-family Bristol homes. The detectors are purchased with funding from a Fire Prevention & Safety Grant (FP&S) from FEMA (Federal Emergency Management Agency) for the installation program that also provides prevention and safety education in eligible residences.

Community Development

The U.S. Department of Housing and Urban Development (HUD) funds the annual Community Development Block Grant (CDBG) to the City of Bristol. The BDA develops a Five-Year Consolidated Plan and subsequent Annual Action Plan updates to determine how best to utilize funds for the benefit of Bristol and its residents. In 2015, HUD approved the City's current Five-Year Consolidated Plan, covering years July 1, 2015 through June 30, 2020.

In the current Consolidated Plan, priorities to guide funding allocations were established and ranked as: 1) Housing Rehabilitation; 2) Public Services; 3) Target Areas: West End Neighborhood and Summer Street Area; 4) Public Facilities; and 5) Economic Development. These priorities are used to evaluate all proposals and to fund the activities that make the best use of federal funds.

For 2017-2018, CDBG funds covered expenses for the BDA Housing Rehabilitation program. The public services covered were St. Vincent DePaul Mission for emergency shelter; the Bristol Boys and Girls Club for youth programs at Cambridge Park; Human Resources Agency for case management; Meals for Neighbors for Senior Supplemental Food coordination; Bristol Housing Authority for a First-time Homebuyer program; and operating expenses for Prudence Crandall Center and For Goodness Sake. With program income and by re-programming funds, BDA was able to provide funding for sidewalk replacement on Summer Street, a drainage project for the McCabe-Waters Little League, and an accessibility construction project for the Salvation Army.

Special Revenue Funds – (continued)

Fiscal Year 2019 Major Service Level Goals

The BDA will continue to take advantage of economic development opportunities to ensure a strong local tax base, to increase employment opportunities, and to offer Bristol residents a variety of quality retail and housing options.

- Economic Development: The BDA will continue outreach initiatives to attract industrial, retail, office, and other commercial ventures to the City. This effort includes focusing on the Centre Square site in the heart of downtown, selling building lots in the Southeast Bristol Business Park, and investigating economic development opportunities for brownfield properties. The BDA will focus on taking advantage of its new economic development programs, including the TIF program as well as the Opportunity Zone designation. The BDA will promote local grant/tax incentives as well as provide guidance on State, Federal, and other assistance available to new/expanding businesses.
- Marketing: The BDA will continue marketing functions through the Marketing Committee and the Marketing and Public Relations Specialist. Marketing the many good qualities of Bristol is essential to continue positive community growth. For 2018-2019, the Marketing Plan includes a focus on promoting the many exciting events, retail locations, interesting museums, and more, to both those outside Bristol and longtime residents alike.
- Grants: Grants staff will serve as the point of contact for ongoing grant-funded projects and will aggressively seek grant funds for City projects and services, including regional opportunities.
- Community Development: The BDA will administer, monitor, and report on CDBG activities to the City of Bristol and the U.S. Department of Housing and Urban Development. Various City departments and community organizations have stepped up efforts to end homelessness in Bristol. The BDA is part of the strategy, as it works in collaboration with the community services available.

The Annual Action Plan for 2018-19 includes CDBG allocations to:

- Continue providing Housing Rehabilitation assistance.
- Support public service programs: emergency shelter at St. Vincent DePaul; outreach to youth at Cambridge Park; case management by the Human Resources Agency; coordination of a senior supplemental food program by Zion Lutheran Church “Meals for Neighbors” program; and operating expenses at Prudence Crandall Center and the YWCA Sexual Assault Crisis Service program.
- Assist public facilities with improvements: sidewalk replacement projects in the Target Areas and a grounds improvement project at Komanetsky Estates. The Summer Street Target Area has been expanded to include the entire 4061 Census Tract, and will be identified for HUD as the Bristol Opportunity Zone. The West End Target Area remains the same.

Special Revenue Funds – (continued)

Long Term Goals

- Economic Development: The BDA will sell the remaining acreage of the Southeast Bristol Business Park and assist in the relocation and expansion of companies of all types. While the BDA will continue to grow Bristol’s strong industrial base, the department will seek to attract a minimum of five companies each year working in other industries, such as bioscience, insurance, call centers and customer service, data management, retail, and others. The BDA will assist in the planning and redevelopment of downtown Bristol and will undertake several marketing initiatives, including further enhancing the City’s “All Heart” website, continuing the use of social media for economic development purposes, and implementing marketing and branding strategies for the City of Bristol.
- Grants: The BDA will continue to identify outside funding opportunities and coordinate funding needs that meet the requirements of the City of Bristol’s functional areas and departments.
- Community Development: The BDA will continue to provide Housing Rehabilitation grants to Bristol homeowners. Such assistance prevents blight conditions and preserves the housing stock throughout the City. These grants allow low-to-moderate-income homeowners to remain in their homes. With additional federal and/or state funds, the BDA could also expand investment in the target areas of the West End and Bristol Opportunity Zone areas for concentrated community development support. Funding will be sought to supplement federal CDBG funds as opportunities are offered through the State of Connecticut Department of Economic and Community Development and the State of Connecticut Department of Housing. Long-standing HUD regulations require municipalities such as Bristol to affirmatively further fair housing (AFFH). This section of the Federal Fair Housing Act of 1968 requires recipients of state and federal funding to “undertake efforts to counteract our history of segregation and discrimination. To do this, grant recipients must analyze the barriers to fair housing in their area, identify the steps that should be taken to overcome these barriers and undertake these steps” (from Affirmatively Furthering Fair Housing: A Guide for State and Federal Housing Grantees – Connecticut Fair Housing Center, 2013).

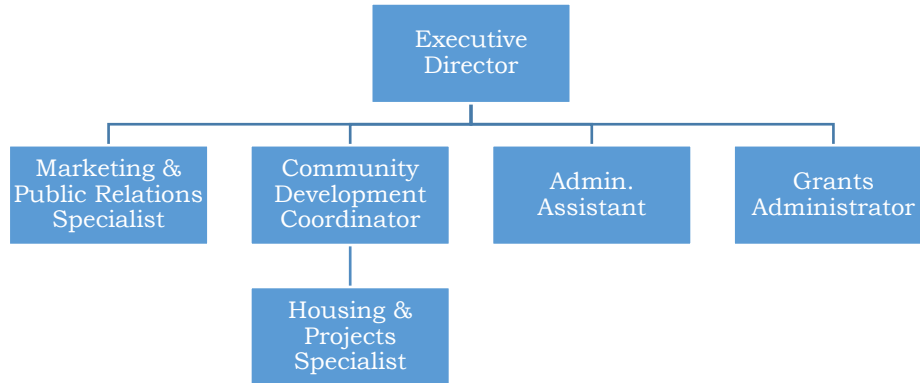
Expenditure and Position Summary

	2017 Actual	2018 Estimated	2019 Budgeted
Salary Expenditures	\$399,921	\$494,900	\$445,265
Full time Positions	7	7	6

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Organizational Chart



Bristol Development Authority Board

Term

Mayor Ellen Zoppo-Sassu, Chairperson	11/2019
Howard T. Schmelder, Vice-Chairperson	12/2021
David Mills, City Council Member	11/2019
Thomas Hick	02/2019
Charles Cyr	12/2022
Marvin Goldwasser	12/2021
John Lafreniere	12/2019
Michael Rivers	12/2019
Robert Passamano	12/2022

Budget Highlights

104 BRISTOL DEVELOPMENT AUTHORITY REVENUE

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL REVENUE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
1044101	BDA- CITYSHARE						
490001		TRANSFER IN GENERAL FUND	\$367,450	\$545,375	\$550,175	\$566,390	\$477,635
		TOTAL BDA- CITYSHARE	\$367,450	\$545,375	\$550,175	\$566,390	\$477,635
1044103	BDA- CDBG- ADMINISTRATION						
431025		CDBG ENTITLEMENT	\$483,563	\$576,629	\$546,586	\$546,586	\$546,586
431083		REPROGRAMMING FUNDS CDBG	0	16,111	16,111	37,168	37,168
431084		PROGRAM INCOME	31,420	17,000	17,000	15,000	15,000
		TOTAL BDA- CDBG- ADMINISTRATION	\$514,983	\$609,740	\$579,697	\$598,754	\$598,754
		TOTAL BRISTOL DEVELOPMENT AUTHORITY	\$882,433	\$1,155,115	\$1,129,872	\$1,165,144	\$1,076,389

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1044101 BDA- CITYSHARE

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
SALARIES							
514000	G2019	REGULAR WAGES	\$276,720	\$350,470	\$350,470	\$362,490	\$297,070
515100	G2019	OVERTIME	650	1,000	1,000	1,000	1,000
TOTAL SALARIES			\$277,370	\$351,470	\$351,470	\$363,490	\$298,070
CONTRACTUAL SERVICES							
531000	G2019	PROFESSIONAL FEES AND SERVICES	\$1,380	\$1,500	\$6,300	\$1,500	\$1,500
553000	G2019	TELEPHONE	22	150	150	150	150
553100	G2019	POSTAGE	1,524	1,000	1,000	1,000	1,000
554000	G2019	TRAVEL REIMBURSEMENT	1,233	3,000	3,000	3,000	3,000
555000	G2019	PRINTING AND BINDING	7,065	7,455	7,844	7,455	7,455
557700	G2019	ADVERTISING	19,962	30,000	30,699	30,000	30,000
581120	G2019	CONFERENCES AND MEMBERSHIPS	6,100	6,000	6,000	6,000	6,000
581260	G2019	MISCELLANEOUS PROMOTIONS	497	1,000	1,503	1,000	1,000
581270	G2019	TRADE SHOWS	1,934	3,200	3,200	3,200	3,200
587467	G2019	DOWNTOWN REVITALIZATION ACTIVITIES	6,851	10,000	15,269	10,000	10,000
TOTAL CONTRACTUAL SERVICES			\$46,568	\$63,305	\$74,965	\$63,305	\$63,305
BENEFITS							
520100	G2019	LIFE INSURANCE	\$323	\$385	\$385	\$390	\$390
520500	G2019	DISABILITY INSURANCE	89	120	120	120	120
520700	G2019	F.I.C.A	16,817	21,730	21,730	22,475	22,475
520750	G2019	MEDICARE INSURANCE	3,933	5,085	5,085	5,260	5,260
520905	G2019	GENERAL RETIREMENT	1,592	14,330	14,330	23,335	0
TOTAL BENEFITS			\$22,754	\$41,650	\$41,650	\$51,580	\$28,245
SUPPLIES AND MATERIALS							
561800	G2019	PROGRAM SUPPLIES	\$1,198	\$1,500	\$1,500	\$1,500	\$1,500
569000	G2019	OFFICE SUPPLIES	1,860	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$3,058	\$3,100	\$3,100	\$3,100	\$3,100
OPERATING TRANSFERS OUT							
591500	G2019	TRANSFER TO INTERNAL SERVICE	\$60,853	\$85,850	\$85,850	\$84,915	\$84,915
TOTAL OPERATING TRANSFERS OUT			\$60,853	\$85,850	\$85,850	\$84,915	\$84,915
TOTAL BDA- CITYSHARE			\$410,603	\$545,375	\$557,035	\$566,390	\$477,635



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1044102 BDA- REHABILITATION PRESERVATION

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
SALARIES							
514000	G2019	REGULAR WAGES	\$44,319	\$72,895	\$72,895	\$76,175	\$76,175
515100	G2019	OVERTIME- BDA REHAB	244	1,000	1,000	1,000	1,000
TOTAL SALARIES			\$44,563	\$73,895	\$73,895	\$77,175	\$77,175
CONTRACTUAL SERVICES							
531000	CDBG	PROFESSIONAL FEES	\$705	\$2,000	\$2,000	\$2,000	\$2,000
554000	G2019	TRAVEL REIMBURSEMENT	462	1,000	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES			\$1,167	\$3,000	\$3,000	\$3,000	\$3,000
BENEFITS							
520100	G2019	LIFE INSURANCE	\$34	\$65	\$65	\$65	\$65
520500	G2019	DISABILITY INSURANCE	14	30	30	30	30
520700	CDBG	F.I.C.A.	2,681	4,520	4,520	4,725	4,725
520750	CDBG	MEDICARE INSURANCE	627	1,060	1,060	1,105	1,105
TOTAL BENEFITS			\$3,356	\$5,675	\$5,675	\$5,925	\$5,925
OTHER/MISCELLANEOUS							
587100	G2019	RESIDENTIAL REHABILITATION	\$162,846	\$200,000	\$134,000	\$200,000	\$150,000
587105	G2019	RESIDENTIAL REHABILITATION-MULTI	28,978	50,000	50,000	50,000	\$0
TOTAL OTHER/MISCELLANEOUS			\$191,824	\$250,000	\$184,000	\$250,000	\$150,000
SUPPLIES AND MATERIALS							
561800	G2019	PROGRAM SUPPLIES	\$476	\$1,000	\$1,000	\$1,000	\$1,000
			\$476	\$1,000	\$1,000	\$1,000	\$1,000
OPERATING TRANSFERS OUT							
591500	G2019	TRANSFER TO INTERNAL SERVICE	\$12,809	\$21,190	\$21,190	\$21,360	\$21,360
TOTAL OPERATING TRANSFERS OUT			\$12,809	\$21,190	\$21,190	\$21,360	\$21,360
TOTAL BDA- REHABILITATION			\$254,195	\$354,760	\$288,760	\$358,460	\$258,460



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1044103 BDA- CDBG- ADMINISTRATION

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
SALARIES							
514000	G2019	REGULAR WAGES	\$77,960	\$69,035	\$69,035	\$69,520	\$69,520
515100	G2019	OVERTIME	28	500	500	500	500
TOTAL SALARIES			\$77,988	\$69,535	\$69,535	\$70,020	\$70,020
CONTRACTUAL SERVICES							
531000	G2019	PROFESSIONAL FEES AND SERVICES	\$0	\$5,000	\$5,000	\$14,000	\$14,000
553100	G2019	POSTAGE	302	400	400	400	400
554000	G2019	TRAVEL REIMBURSEMENT	147	895	895	1,000	1,000
555000	G2019	PRINTING AND BINDING	29	600	600	600	600
557700	G2019	ADVERTISING	2,150	3,500	3,500	3,500	3,500
581120	G2019	CONFERENCE AND MEMBERSHIPS	382	2,000	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES			\$3,010	\$12,395	\$12,395	\$21,500	\$21,500
BENEFITS							
520100	G2019	LIFE INSURANCE	\$84	\$80	\$80	\$85	\$85
520500	G2019	DISABILITY INSURANCE	21	25	25	25	25
520700	G2019	F.I.C.A.	4,754	4,280	4,280	4,315	4,315
520750	G2019	MEDICARE INSURANCE	1,112	1,005	1,005	1,010	1,010
TOTAL BENEFITS			\$5,971	\$5,390	\$5,390	\$5,435	\$5,435
SUPPLIES AND MATERIALS							
561800	G2019	PROGRAM SUPPLIES	\$0	\$1,160	\$1,160	\$1,160	\$1,160
569000	G2019	OFFICE SUPPLIES	495	1,410	1,410	1,410	1,410
TOTAL SUPPLIES AND MATERIALS			\$495	\$2,570	\$2,570	\$2,570	\$2,570
MISCELLANEOUS							
587902	G2019	FAIR HOUSING	\$2,567	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL MISCELLANEOUS			\$2,567	\$3,000	\$3,000	\$3,000	\$3,000
OPERATING TRANSFERS OUT							
591500	G2019	TRANSFER TO INTERNAL SERVICE	\$8,612	\$9,620	\$9,620	\$9,640	\$9,640
TOTAL OPERATING TRANSFERS OUT			\$8,612	\$9,620	\$9,620	\$9,640	\$9,640
TOTAL BDA- CDBG- ADMINISTRATION			\$98,643	\$102,510	\$102,510	\$112,165	\$112,165

1044104 BDA- PUBLIC SERVICE GRANTS

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
MISCELLANEOUS							
585011	G2019	ST. VINCENT DEPAUL	\$45,000	\$22,500	\$22,500	\$21,500	\$21,500
585013	G2019	PRUDENCE CRANDALL	5,000	8,900	8,900	8,000	8,000
585014	G2019	YWCA SEXUAL ASSAULT CRISIS SERVICES	0	0	0	8,000	8,000
585104	G2019	SOUP KITCHEN	18,000	0	0	0	0
585116	G2019	BOYS AND GIRLS CLUB- OUTREACH PROGRAM	56,000	28,000	28,000	27,000	27,000
585156	G2019	HRA CASE MANAGEMENT	35,300	18,250	18,250	16,735	16,735
585157	G2019	BCO WARMING CENTER	8,270	0	0	0	0
585158	G2019	ZION LUTHERN SENIOR SUPPL FOOD COORD.	4,000	4,000	4,000	3,000	3,000
585159	G2019	UW BECA COORDIN	8,800	0	0	0	0
585160	G2019	BHA - 1ST TIME HOMEBUYER	0	5,000	5,000	0	0
585161	G2019	FOR GOODNESS SAKE	0	2,400	2,400	0	0
TOTAL MISCELLANEOUS			\$180,370	\$89,050	\$89,050	\$84,235	\$84,235
TOTAL BDA- PUBLIC SERVICE GRANTS			\$180,370	\$89,050	\$89,050	\$84,235	\$84,235

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1044105 BDA- CDBG PROJECTS

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
MISCELLANEOUS							
587314	G2019	WE SIDEWALKS	\$49,981	\$0	\$0	\$78,465	78,465
587318	G2019	DEMOLITION	89,447	0	0	0	0
587319	G2019	LL SAFETY	9,955	0	0	0	0
587321	G2019	BARC - WINDOWS	7,000	0	0	0	0
587322	G2019	BARC - WINDOWS	6,884	0	0	0	0
587328	G2019	BARC - LAKE AVE	26,357	0	0	0	0
587329	G2019	SHEPARD MEADOWS THERAPEUTIC RIDING CENTER	6,500	0	0	0	0
587330	G2019	SUMMER STREET SIDEWALKS	55,234	0	0	0	0
587331	G2019	SIDEWALK REPLACEMENT	0	27,900	27,900	0	0
587332	G2019	KOMANETSKY KITCHEN	10,730	0	0	0	0
587335	G2019	MCCABE-WATERS LITTLE LEAGUE DRAINAGE PROJECT	0	4,600	4,600	0	0
587336	G2019	SALVATION ARMY - ACCESSIBILITY CONSTRUCTION	0	30,920	30,920	0	0
	G2019	KOMANETSKY ESTATES-GROUNDS IMPROVEMENT	0	0	0	15,429	15,429
	G2019	BRISTOL ADULT RES CTR - HVAC	0	0	0	50,000	50,000
TOTAL MISCELLANEOUS			\$262,088	\$63,420	\$63,420	\$143,894	\$143,894
TOTAL BDA- CDBG PROJECTS			\$262,088	\$63,420	\$63,420	\$143,894	\$143,894



SEWER OPERATING AND ASSESSMENT FUND

Sean Hennessey, WPC Manager
75 Battisto Road
(860) 584-3821
wpc@bristolct.gov

Service Narrative

The Water Pollution Control Division of the Public Works Department is accounted for in the Sewer Operating and Assessment Fund and is charged with the operation and maintenance of the City's wastewater collection and treatment facilities. The Division provides sanitary sewer collection and treatment services to approximately 92% of the City's populated area. The Division operates and maintains an advanced wastewater reclamation plant with 10.75 MGD capacity, 16 pumping stations, 245 miles of sewer lines and 5,660 manholes. The Division also provides administrative services for the operation, oversees sewer usage billing performed by the City's Water Department and develops long term planning to assure the operation will meet the future needs of the Community. In accordance with state and federal regulations the Division is required to maintain a Capital Reserve Fund adequately funded to meet the financial demands of all Facility upgrades, modifications and capital equipment replacement.

Fiscal Year 2018 Major Service Level Accomplishments

- Completed the construction and commission into service of the phosphorus removal (tertiary) treatment upgrade to the Water Pollution Control Facility.
- Repairs and cathodic protection system designed for the Ivy Drive pump station.
- Contract awarded and work in progress providing upgrades at the Division's remote pumping stations at Cross, Middle and Boivin Street pump stations to replace computerized control and telemetry systems, repair site infrastructure and improve dependability and resilience.
- Contract awarded to replace generator alternator and control panel at Broad Street pumping station to insure reliability at a station that pumps between 3 million to 20 million gallons of waste water every day.
- Middle Street pumping station – Drained UST and contracted for removal. Contracted to install bypass tap in the force main leaving the station. In the event of a significant station failure the Division can connect a trailer mounted pump to the force main to maintain sewer flows and prevent a system overflow. Completed the replacement of the emergency generator at the station purchased using FY 2016-17 funding.
- Contract awarded to replace obsolete (1968) generator at Julia Road pump station. New generator has fuel tank and containment built into the base pedestal allowing the City to remove the external fuel and day tanks eliminating the risk of another fuel spill at this station.
- Continued repairs to deteriorated sections of the underground sewer collection system replacing and lining pipe sections using City crews and on-call contract services.
- Continued the program of video inspection and grouting of joints in the system to minimize unwanted inflow of clean water that must then be pumped and treated as waste water.
- Replaced WP-2 1996 SUV with new ½ ton pickup truck.
- Replaced WP-7 1999 2 ton pickup truck with new pickup truck outfitted with a 6,000 lb. crane.

Special Revenue Funds – (continued)

Fiscal Year 2019 Major Service Level Goals

- Replace the two grit separators at the WPC facility. The grit separators remove heavy, abrasive grit from the flow entering the plant protecting the remainder of the treatment systems from damage. The units are showing significant signs of wear and corrosion.
- Install an air relief valve in the Middle Street pumping station force main. The Middle Street pumping station was originally installed in 1978. The station conveys wastewater from the station through a 4,300 foot long force main that runs along Middle Street, Ronzo Road and Emmett Street. The force main has an elevation high point on Ronzo Road. Pockets of sewer gases can accumulate at such high points in a force main. The gases can become more acidic and accelerate corrosion in the pipe leading to a premature pipe failure.
- Install bypass tap in the force main leaving the Boivin Street pump station. In the event of a significant station failure the Division can connect a trailer mounted pump to the force main to maintain sewer flows and prevent a system overflow.
- Replace WP-12, 2002 small dump truck (2002 Sterling 6-wheel LoPro dump truck, 35,064 mi). This vehicle is used for maintenance tasks and general hauling by the Division. Additionally, it supplements Public Works winter operations as a front line vehicle for snow removal and ice control. Experienced failures in the hydraulic control system in December and found out that parts used are obsolete. Was able to find needed parts to keep truck operational but another failure will require the replacement of the entire hydraulic system. Mileage is misleading due to the extreme conditions of the vehicle's operations. Due to general condition we should replace the vehicle before we encounter costly repairs. Replacement will be a slightly heavier rated but still non-CDL GVW vehicle.
- Replace WP-3 3/4 ton pickup with plow (2002 Ford F-250 Pick-Up, 48,995 mi). WP-3 is used by the crew leader, road crew, mechanics and operators. The Division uses it to plow snow around the pump stations and WPC facility. The vehicle is at the end of its useful life. We propose replacing the vehicle with a similar pick-up truck with a lift gate, power inverter and plow.
- Control System upgrades to Wooster Court, Julia Road and Matthews Street Pumping Stations. The Division operates and maintains 16 pump stations throughout the City. Each station is outfitted with a computerized control and alarm system, called a Programmable Logic Controller, or PLC, that operates over a radio telemetry link to the main treatment facility. The computer controls at the oldest station have been in service for over 17 years. The manufacturer stopped production of those PLC over five years ago and the vender that wrote the custom programming retired and closed his business three years ago. The systems have functioned dependably but have become obsolete and the programming cannot readily be modified to accommodate changes at the stations. Under the coming budget we are proposing replacements and upgrades at three stations. This is the second phase of the control system upgrades having replaced controls at three stations during the current budget year. We anticipate upgrading two to three stations per year until all the obsolete controls have been replaced.

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

- Renovate bathrooms in Operations Building. The WPC Facility was built in 1987, the facility has not received any updating of the crew spaces other than the renovation to the lunchroom/kitchen area done this year. Plan to do a light renovation/cleaning up the bathroom and shower fixtures. Main focus will be to replace crew lockers with large units decreasing the total number of lockers.
- Pump replacements at Cross Street Pump Station and WPF Dewatering Pump. During peak flow season, Cross Street station average flow is 1.7 million gallons a week with peak flows exceeding 2.0 million. It accepts flow from Lake Compounce Amusement Park and numerous businesses located on Middle Street, Lake Street, Redstone Hill Road and the industrial park south of the station. City replaced one of two 30 year old dewatering pumps at the WPF in 2017 and plans to replace the second pump this year. They are crucial to the sludge removal operation at the treatment plant.

Performance Measures

Quantitative:

ACTIVITY	2015-16 Actual	2016-17 Actual	2017-2018 Actual
Treatment Operations Activity:			
Wastewater treated	2.3 billion gals.	2.4 billion gals.	2.9 billion gals.
Solids processed	7,200 wet tons	6,900 wet tons	8,500 wet tons

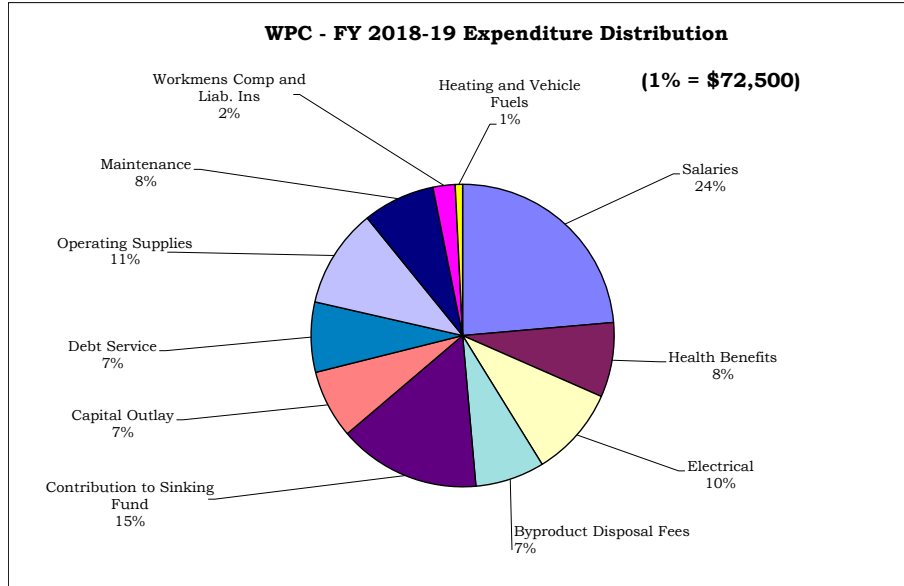
Expenditure & Position Summary

	2017 Actual	2018 Estimated	2019 Budgeted
Salary Expenditures	\$1,369,807	\$1,494,310	\$1,597,860
Full Time Positions	23	25	25

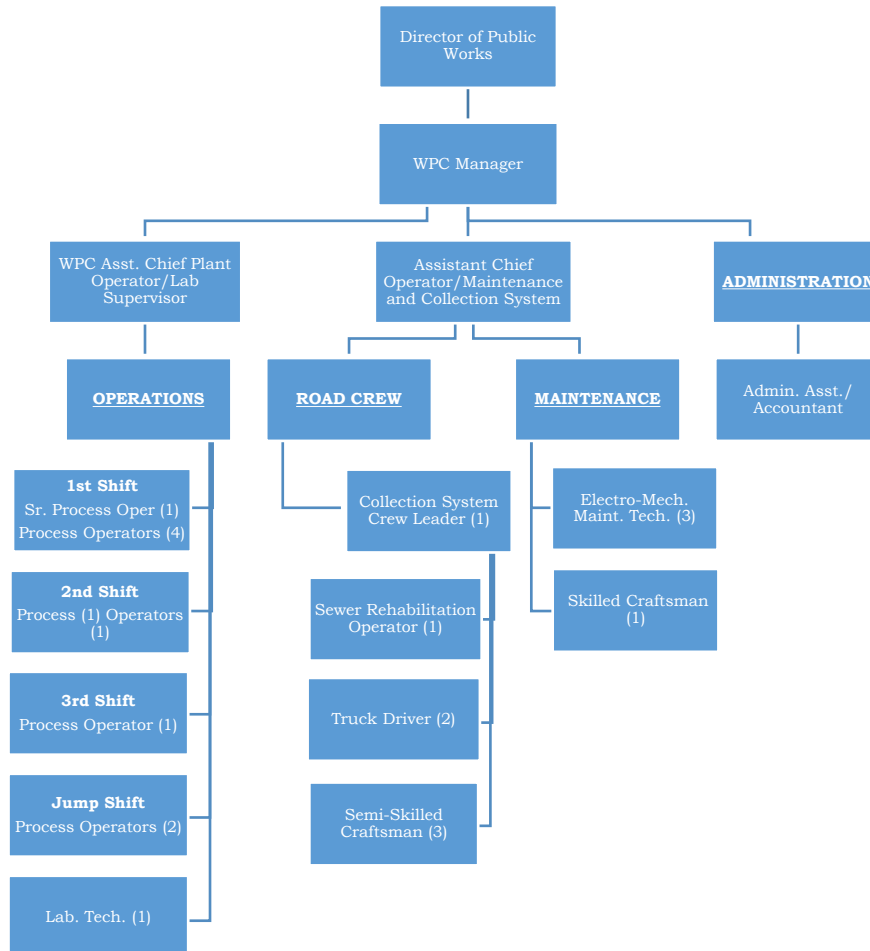


Program Summaries- Special Revenue Funds

Special Revenue Funds – (continued)



Organizational Chart



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Budget Highlights

Total Operating Budget for fiscal year 2018-2019 is \$7,249,500. Capital Outlay request of \$495,000 includes equipment replacements at the treatment plant and pump stations.

The budget includes funding to the Division's capital equipment and infrastructure programs to provide adequate financial resources for the Division's commitment to Sanitary Sewer Overflow Prevention, Infiltration and Inflow Reduction and the state and federal mandate for phosphorus treatment.

1183014 WATER POLLUTION CONTROL REVENUE

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL REVENUE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
TAXES & PRIOR LEVIES							
410003		ASSESSMENTS-INTEREST, LIENS & PENALTIES	\$12,823	\$3,000	\$3,000	\$3,000	\$3,000
		TOTAL TAXES & PRIOR LEVIES	\$12,823	\$3,000	\$3,000	\$3,000	\$3,000
FINES/FEES							
422005		CUSTOMER DUMPING FEES	\$52,005	\$60,000	\$60,000	\$60,000	\$60,000
422006		UNMETERED COMMERCIAL SEWER USER FEES	1,642,371	1,664,000	1,664,000	1,755,000	1,755,000
422007		UNMETERED DOMESTIC SEWER USER FEES	4,472,947	4,505,000	4,505,000	4,752,000	4,752,000
422008		UNMETERED FACTORY SEWER USER FEES	203,120	202,000	202,000	213,000	213,000
422009		UNMETERED PUBLIC SEWER USER FEES	299,512	307,000	307,000	323,000	323,000
454008		DEMAND RESPONSE PROGRAM REVENUE	826	0	0	0	0
		TOTAL FINES/FEES	\$6,670,781	\$6,738,000	\$6,738,000	\$7,103,000	\$7,103,000
LICENSE, PERMITS, FEES							
442015		SEWER CONNECTION PERMITS	\$81,257	\$40,000	\$40,000	\$40,000	\$40,000
		TOTAL LICENSE, PERMITS, FEES	\$81,257	\$40,000	\$40,000	\$40,000	\$40,000
CHARGES FOR SERVICES							
402000		SEWER ASSESSMENTS & ADJUSTMENTS	\$0	\$20,000	\$20,000	\$20,000	\$20,000
		TOTAL CHARGES FOR SERVICES	\$0	\$20,000	\$20,000	\$20,000	\$20,000
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$11,211	\$10,000	\$10,000	\$10,000	\$10,000
		TOTAL INVESTMENT EARNINGS	\$11,211	\$10,000	\$10,000	\$10,000	\$10,000
OTHER/MISCELLANEOUS REVENUE							
454001		MISCELLANEOUS- OTHER	\$11,904	\$8,500	\$8,500	\$8,500	\$8,500
461002		BUDGETARY FUND BALANCE UNRESTRICTED	0	0	437,260	0	0
480013		MISCELLANEOUS REVENUE LIENS	27,470	5,000	5,000	5,000	5,000
480014		MISCELLANEOUS PENALTIES SEWER USER	62,155	60,000	60,000	60,000	60,000
		TOTAL OTHER/MISCELLANEOUS	\$101,529	\$73,500	\$510,760	\$73,500	\$73,500
OTHER FINANCING SOURCES							
490300	18004	TRANSFER IN CAPITAL PROJECTS	\$0	\$0	\$11,500	\$0	0
		TOTAL OTHER FINANCING SOURCES	\$0	\$0	\$11,500	\$0	\$0
		TOTAL WATER POLLUTION CONTROL	\$6,877,601	\$6,884,500	\$7,333,260	\$7,249,500	\$7,249,500

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1183014 WATER POLLUTION CONTROL EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
SALARIES							
514000		REGULAR WAGES	\$1,230,507	\$1,402,210	\$1,402,210	\$1,505,360	\$1,505,360
515100		OVERTIME	53,597	60,200	60,200	60,200	60,200
517000		OTHER WAGES	85,703	31,900	31,900	32,300	32,300
TOTAL SALARIES			\$1,369,807	\$1,494,310	\$1,494,310	\$1,597,860	\$1,597,860
CONTRACTURAL SERVICES							
531000		PROFESSIONAL FEES AND SERVICES	\$41,780	\$65,000	\$65,000	\$100,000	\$100,000
531150		ADMINISTRATIVE FEES	60,430	67,000	67,000	65,000	65,000
541000		PUBLIC UTILITIES	607,964	675,000	675,000	650,000	650,000
541100		WATER AND SEWER CHARGES	6,768	11,500	11,500	8,500	8,500
542120		TIPPING FEES	430,076	550,000	550,000	500,000	500,000
542140		REFUSE	209	500	500	300	300
543000		REPAIRS AND MAINTENANCE	71,722	80,000	80,000	80,000	80,000
543011		COL SYSTEM	33,510	160,000	160,000	160,000	160,000
543100		MOTOR VEHICLE SERVICE AND REPAIR	8,859	10,000	10,000	10,000	10,000
543110		MAJOR REPAIRS	211,913	234,765	234,765	225,000	225,000
544400		RENTS AND LEASES	2,497	3,500	3,500	4,500	4,500
553000		TELEPHONE	2,334	2,800	2,800	2,400	2,400
553100		POSTAGE	220	400	400	300	300
554000		TRAVEL REIMBURSEMENT	108	100	100	100	100
555000		PRINTING AND BINDING	247	150	150	100	100
557700		ADVERTISING	491	800	800	800	800
581120		CONFERENCES AND MEMBERSHIPS	0	350	350	350	350
581135		SCHOOLING AND EDUCATION	1,581	2,500	2,500	2,500	2,500
581280		LIEN FEES	7,365	11,000	11,000	9,000	9,000
589100		MISCELLANEOUS	8,088	8,500	8,500	8,500	8,500
TOTAL CONTRACTURAL SERVICES			\$1,496,162	\$1,883,865	\$1,883,865	\$1,827,350	\$1,827,350
BENEFITS							
520100		LIFE INSURANCE	\$1,221	\$1,825	\$1,825	\$1,825	\$1,825
520400		WORKERS' COMPENSATION	90,000	90,000	90,000	90,000	90,000
520500		DISABILITY	469	700	700	700	700
520700		F.I.C.A.	82,115	92,645	92,645	99,070	99,070
520750		MEDICARE INSURANCE	19,204	21,665	21,665	23,170	23,170
520905		GENERAL CITY RETIREMENT	5,426	51,555	51,555	70,465	70,465
591517		TRANSFER W/C	(90,000)	0	(90,000)	0	0
TOTAL BENEFITS			\$108,435	\$258,390	\$168,390	\$285,230	\$285,230
SUPPLIES AND MATERIALS							
561150		LABORATORY SUPPLIES	\$13,234	\$10,500	\$10,500	\$11,500	\$11,500
561400		MAINTENANCE SUPPLIES AND MATERIALS	249,830	595,000	595,000	640,000	640,000
561800		PROGRAM SUPPLIES	50,613	55,000	55,000	55,000	55,000
562200		NATURAL GAS	25,663	35,000	35,000	35,000	35,000
562600		MOTOR FUELS	14,752	18,000	18,000	18,000	18,000
563000		MOTOR VEHICLE PARTS	7,196	5,500	5,500	5,500	5,500
563100		TIRES	3,965	4,000	12,000	4,000	4,000
569000		OFFICE SUPPLIES	1,569	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$366,822	\$724,600	\$732,600	\$770,600	\$770,600

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

WATER POLLUTION CONTROL 118

1183014 WATER POLLUTION CONTROL EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
CAPITAL OUTLAY							
570200	17026	BUILDING INTERIOR RENOVATIONS	\$0	\$0	\$35,000	\$0	0
570300	16038	SEWER JUNCTION REPAIR	34,328	0	0	0	0
570300	16040	STAFFORD AVE AND BROOK ST REPAIRS	0	0	10,000	0	0
570300	17018	CONTROL SYSTEM UPGRADE LAKE/EAST	0	0	18,580	0	0
570300	17021	BYPASS PUMP CONNECTION	35,505	0	21,195	0	0
570300	17024	SANITARY SEWER EASEMENT	0	0	100,000	0	0
570400	15013	GENERATOR	43,543	0	24,457	0	0
570400	15014	BYPASS PUMP CONNECTION	4,617	0	13,382	0	0
570400	16035	REFURBISH AIR BLOWER #2	21,903	0	0	0	0
570400	17019	PUMP STATION REPAIRS	21,928	0	30,952	0	0
570400	17020	REPLACE PROCESS CONT PANES	0	0	65,000	0	0
570400	17023	ELEC CONTROLS BOWER #1	28,306	0	6,694	0	0
570400	17025	DIFFUSER REPLACEMENT	0	0	50,000	0	0
570500	15034	PICKUP TRUCK	(115)	0	0	0	0
570500	18004	PICKUP TRUCK	0	70,000	81,500	0	0
570900	16039	SCADA CONTROL UPGRADE - ALLENTOWN	0	0	8,000	0	0
570900	17022	SCADA SERV & PROGRAMMING	0	0	54,000	0	0
579999		EQUIPMENT	0	0	0	495,000	495,000
TOTAL CAPITAL OUTLAY			\$190,015	\$70,000	\$518,760	\$495,000	\$495,000
OTHER/MISCELLANEOUS							
552100		LIABILITY INSURANCE	\$59,202	\$61,500	\$61,500	\$69,670	\$69,670
589000		CONTINGENCY	0	215,000	207,000	125,815	125,815
589120		REFUNDS OF SEWER USER FEES	0	2,500	2,500	2,500	2,500
TOTAL OTHER/ MISCELLANEOUS			\$59,202	\$279,000	\$271,000	\$197,985	\$197,985
OPERATING TRANSFERS OUT							
591001		TRANSFERS TO GENERAL FUND	\$11,375	\$3,000	\$3,000	\$3,000	\$3,000
591126		TRANSFER OUT CLEAN WATER FUND	394,630	394,630	394,630	371,835	371,835
591201		TRANSFER OUT DEBT	115,275	115,275	115,275	135,000	135,000
591300		TRANSFERS TO CAPITAL PROJECTS	1,166,935	767,630	767,630	1,026,170	1,026,170
591500		TRANSFERS TO INTERNAL SERVICE	504,744	425,800	515,800	539,470	539,470
TOTAL OPERATING TRANSFERS OUT			\$2,192,959	\$1,706,335	\$1,796,335	\$2,075,475	\$2,075,475
TOTAL WATER POLLUTION CONTROL			\$5,783,402	\$6,416,500	\$6,865,260	\$7,249,500	\$7,249,500

SOLID WASTE DISPOSAL FUND

Service Narrative

The Solid Waste Disposal fund is used to account for the operations of the City's solid waste disposal program. Solid waste expenditures made from this fund are used to cover municipal solid waste (MSW) tip fees. This includes all costs for the disposal of City refuse collected curbside by the City's Public Works Solid Waste Division. Tip fees are set in a 2012 Municipal Solid Waste and Recycling Services Agreement dated December 21, 2012 with a term extending through June 30, 2034. Tip fee is adjusted annually using a CPI index for the period ending March 31 of the immediately preceding contract year with a minimum 1.75% and maximum 3.25% annual increase. This fund is funded, primarily, by a transfer from the General Fund for City refuse.

Budget Highlights

1213016 SOLID WASTE DISPOSAL FUND REVENUE

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL REVENUE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$1,713	\$1,000	\$1,000	\$1,000	\$1,000
		TOTAL INVESTMENT EARNINGS	\$1,713	\$1,000	\$1,000	\$1,000	\$1,000
OTHER/MISCELLANEOUS REVENUE							
480000		CITY OF BRISTOL HOST FEE	\$304,300	\$302,850	\$302,850	\$308,150	\$308,150
		TOTAL OTHER/MISCELLANEOUS	\$304,300	\$302,850	\$302,850	\$308,150	\$308,150
OPERATING TRANSFERS IN							
490001		TRANSFER IN GENERAL FUND	\$713,605	\$461,245	\$461,245	\$802,600	\$802,600
		TOTAL OPERATING TRANSFERS IN	\$713,605	\$461,245	\$461,245	\$802,600	\$802,600
		TOTAL SOLID WASTE DISPOSAL FUND	\$1,019,618	\$765,095	\$765,095	\$1,111,750	\$1,111,750

1213016 SOLID WASTE DISPOSAL FUND EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
CONTRACTUAL SERVICES							
542140		CITY REFUSE	\$1,000,000	\$765,095	\$765,095	\$1,111,750	\$1,111,750
		TOTAL CONTRACTUAL SERVICES	\$1,000,000	\$765,095	\$765,095	\$1,111,750	\$1,111,750
		SOLID WASTE DISPOSAL FUND TOTAL	\$1,000,000	\$765,095	\$765,095	\$1,111,750	\$1,111,750

SCHOOL LUNCH PROGRAM

Greg Boulanger, Director
Office: (860) 584-7984
gregboulanger@ci.bristol.ct.us

Service Narrative

The Bristol School Food Services Department operates under the direction of the Bristol Board of Education, Child Nutrition Services and USDA Child Nutrition programs. The district annually adopts the National School Breakfast, National School Lunch programs and the CT Healthy Foods Plan. The School Food Service Department complies with all guidelines established by the State of Connecticut Department of Education, Child Nutrition Services.

For the 2017-2018 School Year the District participated in the Community Eligibility Program (C.E.P.) whereas school-wide meals are free to all students. West Bristol K-12 and Ellen P. Hubbell K-5 Elementary School qualified for C.E.P. We have seen substantial increases in meals served to students at these two schools. We are scheduled to bring on South Side, Stafford, Chippens Hill, Greene Hills and Ivy drive School when we open for the 2018-2019 School year.

The food service department's mission is to provide students with healthy, nutritious and appealing foods in a timely manner and in a pleasant environment every day. We have applied for and received grants to provide fresh fruits and vegetables in all of our meal choices.

The district enrollment for fiscal year 2017-2018 in all grades was approximately 7,807 students. The food service department served 991,061 total meals during the past school year in the breakfast and lunch programs. The percentage of students qualifying for Free or Reduced Priced Meals in our schools is 53.04%. In addition to the National School Lunch and National School Breakfast programs, the food service department also operates a Special Milk program for kindergarten and preschool children.

The program receives funding through the Department of Education Child Nutrition offices through both federal and state reimbursements and grants, as well as through cash sales revenues. The food service department operates 12 food services sites throughout the district.

Number of Students	Number of Meals Served	Percentage of Students Qualifying for Free/Reduced Lunch
7,807	991,061	53.04%

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1275000 SCHOOL LUNCH PROGRAM REVENUES

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL REVENUE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
CHARGES FOR SERVICES							
450307		SCHOOL LUNCHES	\$807,357	\$763,135	\$763,135	\$690,000	\$690,000
450308		OTHER SALES	19,922	9,500	9,500	9,500	9,500
		TOTAL CHARGES FOR SERVICES	\$827,279	\$772,635	\$772,635	\$699,500	\$699,500
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$4	\$0	\$0	\$0	\$0
		TOTAL INVESTMENT EARNINGS	\$4	\$0	\$0	\$0	\$0
FEDERAL GRANTS							
431007		FEDERAL REIMBURSEMENT	\$2,154,547	\$1,999,475	\$1,999,475	\$2,100,172	\$2,100,172
		TOTAL FEDERAL GRANTS	\$2,154,547	\$1,999,475	\$1,999,475	\$2,100,172	\$2,100,172
STATE GRANTS							
432038		MISC. STATE REIMBURSEMENT	\$142,430	\$123,000	\$123,000	\$123,000	\$123,000
		TOTAL STATE GRANTS	\$142,430	\$123,000	\$123,000	\$123,000	\$123,000
		TOTAL SCHOOL LUNCH REVENUE	\$3,124,260	\$2,895,110	\$2,895,110	\$2,922,672	\$2,922,672

C4003100 SCHOOL LUNCH PROGRAM EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
SALARIES							
512100		CAFETERIA SUPERVISORS	\$94,771	\$109,205	\$109,205	\$112,016	\$112,016
512110		CAFETERIA WORKERS	1,080,653	1,022,950	1,022,950	1,029,141	1,029,141
512130		REPLACEMENTS	54,301	10,000	10,000	55,000	55,000
		TOTAL SALARIES	\$1,229,725	\$1,142,155	\$1,142,155	\$1,196,157	\$1,196,157
BENEFITS							
520100		LIFE INSURANCE	\$1,751	\$2,090	\$2,090	\$2,090	\$2,090
520500		DISABILITY	3,800	3,590	3,590	3,590	3,590
520606		PENSION	48,698	85,000	85,000	0	0
520700		FICA	71,318	70,190	70,190	70,718	70,718
520750		MEDICARE	16,679	16,420	16,420	16,580	16,580
		TOTAL BENEFITS	\$142,246	\$177,290	\$177,290	\$92,978	\$92,978
CONTRACTUAL SERVICES							
544400		RENTS AND LEASES	\$15,797	\$15,500	\$15,500	\$16,500	\$16,500
		TOTAL CONTRACTUAL SERVICES	\$15,797	\$15,500	\$15,500	\$16,500	\$16,500
SUPPLIES AND MATERIALS							
561600		FOOD SUPPLIES	\$1,371,343	\$1,176,615	\$1,176,615	\$1,224,710	\$1,224,710
561700		SCHOOL LUNCH SUPPLIES	131,193	115,000	115,000	115,000	115,000
		TOTAL SUPPLIES AND MATERIALS	\$1,502,536	\$1,291,615	\$1,291,615	\$1,339,710	\$1,339,710
OTHER/MISCELLANEOUS							
581500		NON-LUNCH EXPENSE	\$17,949	\$15,000	\$15,000	\$15,000	\$15,000
		TOTAL OTHER/MISCELLANEOUS	\$17,949	\$15,000	\$15,000	\$15,000	\$15,000
OPERATING TRANSFERS OUT							
591500		TRANSFER OUT INTERNAL SERVICE	\$253,552	\$253,550	\$253,550	\$262,327	\$262,327
		TOTAL OPERATING TRANSFERS OUT	\$253,552	\$253,550	\$253,550	\$262,327	\$262,327
		TOTAL SCHOOL LUNCH EXPENDITURES	\$3,161,805	\$2,895,110	\$2,895,110	\$2,922,672	\$2,922,672

PINE LAKE CHALLENGE COURSE FUND

Eileen McNulty, Director
Don Gagliardi, Coordinator
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eileenmcnulty@bristolct.gov

Service Narrative

Bristol Youth Services operates a state-of-the-art outdoor challenge course and experiential adventure-based programs. The Pine Lake Challenge Course (PLCC) is nestled in a grove of pine trees on public property within the urban community. The PLCC consists of more than 40 different elements or stations constructed with a series of ropes, cables, and obstacles in a grove of trees and an abutting playing field, and its facilities spans over seven acres.

The PLCC elements are designed to create certain challenges for a group or individuals with the support of a group. The elements and stations can be adapted for comparable adventure-based experiences for individuals with physical disabilities. The elements are designed to test teamwork, communication skills, creativity and the degree of cooperation within the group. Other challenges are intended to test an individual's sense of balance, agility, trust, perseverance, and leadership. In addition, adventure programs which involve games, initiatives, and portable elements may be delivered to a group at community locations. All activities are facilitated by professionally trained staff who utilize special skills and techniques to make the experience safe, meaningful, and exciting.

The Pine Lake Challenge Course and Adventure Program was created as a result of community development efforts of the Bristol Community Leadership Team involving schools, youth service bureaus, youth recreational organizations, and public and private non-profit agencies. Construction was made possible through funding received from the Connecticut State Department of Education and donations from businesses and citizens. The primary applications of PLCC programs are to enrich educational and youth service programs and to enhance community collaborations and professional growth. Programs are delivered at the PLCC or at school and community locations.

The Pine Lake Challenge Course and Adventure Program is self-sustaining through revenues generated by user fees.

Fiscal Year 2018 Major Service Level Accomplishments

- Delivered safe, quality programming to children and community members with cultural sensitivity.
- Collaborated with CT Challenge Course Professionals and Managers to conduct trainings and skill refreshers for program facilitators in technical skills on a ropes course, and presentation with cultural sensitivity.
- Passed an annual independent inspection on equipment and grounds and met with reasonable assurance of its soundness and maintenance. Actions have been taken to repair elements to maintain the ACT standard of safety.
- Delivered educational lessons aligned with CT educational frameworks and content standards, and delivered week-long vacation program that supported high academic achievement and appreciation of diversity.
- Registered many returning satisfied customers who have complimented the design of their program and the professionalism of the staff.
- Offered for the twenty-first year an open enrollment affordable summer program for area youth.

Special Revenue Funds – (continued)

Fiscal Year 2019 Major Service Level Goals

- To offer safe and affordable quality programming to children and community members with cultural sensitivity.
- To maintain equipment and grounds to satisfy annual inspections.
- To improve access to water and facilities.
- To maintain the high standard of quality in program delivery by regular training of staff, administrative review of best practice standards and course and equipment maintenance.
- To design new program lessons closely aligned with Connecticut educational frameworks and content standards.
- To update policies and operating procedures.
- To recruit and retain a pool of highly skilled professional staff to meet the needs of our clients.
- To diversify services and market through an array of venues including publications, website and creating user friendly links, social media, television, and outreach to potential customer groups.
- To develop sponsors for educational, cultural, positive youth development and remedial programs.

Long Term Goals and Issues

- To continue to serve as a catalyst to foster positive relationships and personal growth for youth and community groups, educational agencies and organizations.
- To maintain the high standard of quality in program delivery by regular training of staff, administrative review of best practice standards and course and equipment maintenance.
- To maintain business being brought into Bristol through the delivery of adventure-based programs to clientele during all weather conditions as scheduled by gaining access to alternative indoor facilities and climbing gymnasium which are properly equipped.
- To participate in an independent review process of equipment condition and maintenance, policies, procedures, record keeping and skill of staff.



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Performance Measures

Quantitative:

	Service Days			Unduplicated Consumer Groups			Total Number of Participants		
Fiscal Year	2016	2017	2018	2016	2017	2018	2016	2017	2018
PINE LAKE CHALLENGE COURSE AND ADVENTURE PROGRAM	97	96	67	78	67	42	4,975	4,652	3,275

Expenditure and Position Summary

	2017 Actual	2018 Estimated	2019 Budgeted
Salary/Hourly Wage Expenditures	\$94,726	\$126,500	\$133,415
Part-Time Positions	7-40 Seasonal	7-39 Seasonal	7-40 Seasonal

Budget Highlights

1321032 PINE LAKE CHALLENGE COURSE REVENUE

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL REVENUE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
LICENSE, PERMITS, FEES							
422004		CHALLENGE COURSE FEES	\$116,147	\$152,800	\$152,800	\$165,300	\$165,300
		TOTAL LICENSE, PERMITS, FEES	\$116,147	\$152,800	\$152,800	\$165,300	\$165,300
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$164	\$140	\$140	\$150	\$150
		TOTAL INVESTMENT EARNINGS	\$164	\$140	\$140	\$150	\$150
		TOTAL PINE LAKE CHALLENGE COURSE	\$116,311	\$152,940	\$152,940	\$165,450	\$165,450

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1321032 PINE LAKE CHALLENGE COURSE EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
SALARIES							
515100		OVERTIME	\$113	\$0	\$0	\$465	\$465
515300		SEASONAL WAGES	94,613	126,500	126,500	132,950	132,950
		TOTAL SALARIES	\$94,726	\$126,500	\$126,500	\$133,415	\$133,415
CONTRACTUAL SERVICES							
531000		PROFESSIONAL FEES AND SERVICES	\$4,505	\$13,250	\$13,250	\$20,000	\$20,000
543200		EQUIPMENT MAINTENANCE CONTRACTS	3,510	4,640	4,640	4,000	4,000
553000		TELEPHONE	358	580	580	580	580
553100		POSTAGE	126	250	250	250	250
555000		PRINTING AND BINDING	0	500	500	500	500
581135		SCHOOLING AND EDUCATION	141	1,155	1,155	1,155	1,155
		TOTAL CONTRACTUAL SERVICES	\$8,640	\$20,375	\$20,375	\$26,485	\$26,485
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$424	\$1,500	\$1,500	\$1,250	\$1,250
561800		PROGRAM SUPPLIES	3,526	4,265	4,265	4,000	4,000
569000		OFFICE SUPPLIES	104	300	300	300	300
		TOTAL SUPPLIES AND MATERIALS	\$4,054	\$6,065	\$6,065	\$5,550	\$5,550
		TOTAL PINE LAKE CHALLENGE COURSE	\$107,420	\$152,940	\$152,940	\$165,450	\$165,450

LOCIP PROJECTS FUND

Service Narrative

The LoCIP Projects Fund accounts for the activities of the Local Capital Improvement Projects approved by the State of Connecticut's Office of Policy and Management. This revenue source is budgeted when the Capital Budget is approved. The appropriation for 2018-2019 is \$970,000.

Budget Highlights

1341018 LOCIP PROJECTS FUND- REVENUE

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL REVENUE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
STATE GRANTS							
432033		STATE OF CONNECTICUT OPM	\$610,000	\$0	\$0	\$970,000	\$970,000
		TOTAL STATE GRANTS	\$610,000	\$0	\$0	\$970,000	\$970,000
		TOTAL LOCIP PROJECTS FUND	\$610,000	\$0	\$0	\$970,000	\$970,000

134 LOCIP PROJECTS FUND

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
CAPITAL OUTLAY							
570000		LOCIP EXPENDITURES	\$610,000	\$0	\$0	\$970,000	\$970,000
		TOTAL CAPITAL OUTLAY	\$610,000	\$0	\$0	\$970,000	\$970,000
		TOTAL LOCIP PROJECTS FUND	\$610,000	\$0	\$0	\$970,000	\$970,000

TRANSFER STATION FUND

Service Narrative

The Transfer Station of the Public Works Department functions for the purpose of depositing solid waste, rubbish and recyclables generated in the City by residential property owners, tenants, and commercial entities not meeting the requirements for disposal at the waste-to-energy facility located in Bristol. Automated curbside collection vehicles deposit collected single-stream recyclables in an enclosed building at the Transfer Station to maximize hauling efficiency and eliminate site litter. The Transfer Station also accepts curbside-collected recyclables from Wolcott's private hauler.

Detail regarding Transfer Station Permits, payments and other information can be found at <http://www.bristolct.gov/237/Transfer-Station>

Fiscal Year 2018 Major Service Level Accomplishments

- Recycled 1,318 gallons of waste oil, 437 tons of iron, 101 tons of electronics, 108 tons of mattresses, 12 tons of paint, 3.13 tons of hard cover books, 2,24 tons of propane tanks, 1.67 tons of antifreeze, and 1.25 tons of used textiles.
- Incorporated new recycling storage/loading building into operations.

Fiscal Year 2019 Major Service Level Goals

- Transition operations into new Transfer Station Administrative office.
- Restore compost operation on Transfer Station grounds.
- Repair walls of residential drop-off areas.
- Maintain closed landfill in compliance with CT-DEEP Stewardship Permit.

Long Term Goals and Issues

- Evaluate alternate uses of the closed landfill.
- Become self-funded through efficient operation.
- Review and modify PAYT fees.
- Maximize material revenue potential.

Expenditure and Position Summary

	2017 Actual	2018 Estimated	2019 Budget
Salary Expenditures	\$308,908	\$319,300	\$343,545
Full time Positions	5.5	5.5	5.5

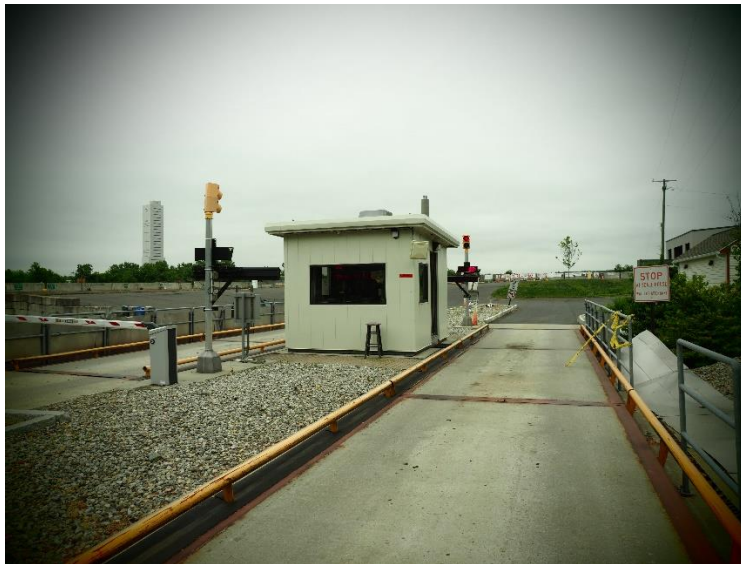
**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Budget Highlights

136 TRANSFER STATION REVENUE

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL REVENUE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
LICENSE, PERMITS, FEES							
422020		RESIDENTIAL PERMIT FEES	\$123,800	\$56,250	\$56,250	\$50,000	\$50,000
422021		COMMERICAL PERMIT FEES	2,735	1,400	1,400	3,000	3,000
450350		CLOTHING	275	300	300	150	150
450351		ALUMINUM	1,486	3,000	3,000	1,500	1,500
450352		IRON METAL	33,022	30,000	30,000	56,000	56,000
450353		BATTERIES	1,705	2,000	2,000	2,000	2,000
450354		COMPOST	13,643	0	0	0	0
TOTAL LICENSE, PERMITS, FEES			\$176,666	\$92,950	\$92,950	\$112,650	\$112,650
CHARGES FOR SERVICES							
450303		RECYCLING	\$47,326	\$48,665	\$48,665	\$43,000	\$43,000
450356		PAY AS YOU THROW	204,616	234,470	234,470	200,000	200,000
TOTAL CHARGES FOR SERVICES			\$251,942	\$283,135	\$283,135	\$243,000	\$243,000
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$1,221	\$700	\$700	\$700	\$700
TOTAL INVESTMENT EARNINGS			\$1,221	\$700	\$700	\$700	\$700
OTHER FINANCING SOURCES							
490001		TRANSFER IN GENERAL FUND	\$246,915	\$316,820	\$316,820	\$380,565	\$365,510
TOTAL OTHER FINANCING SOURCES			\$246,915	\$316,820	\$316,820	\$380,565	\$365,510
TOTAL TRANSFER STATION FUND			\$676,744	\$693,605	\$693,605	\$736,915	\$721,860



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

136

TRANSFER STATION FUND EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2017 ACTUAL EXPENDITURE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2019 BUDGET REQUEST	2019 JOINT BOARD
SALARIES							
514000		REGULAR WAGES	\$262,125	\$271,650	\$271,650	\$286,245	\$286,245
515100		OVERTIME	46,763	47,550	47,550	57,200	57,200
517000		OTHER WAGES	20	100	100	100	100
TOTAL SALARIES			\$308,908	\$319,300	\$319,300	\$343,545	\$343,545
CONTRACTURAL SERVICES							
531000		PROFESSIONAL FEES	\$1,600	\$1,650	\$1,650	\$3,000	\$3,000
534200		ENVIRONMENTAL	1,234	4,925	4,925	1,250	1,250
541000		UTILITIES	6,356	7,000	7,000	6,500	6,500
541100		WATER/SEWER	272	450	450	325	325
542101		DISPOSAL	1,177	3,000	3,000	3,000	3,000
542105		TIRE DISPOSAL	2,200	4,400	4,400	3,000	3,000
542110		FREON	1,496	2,500	2,500	1,500	1,500
542115		BULK WASTE	14,252	15,000	15,000	15,500	15,500
542120		TIP FEES	127,647	106,200	106,200	124,975	124,975
543000		REPAIRS & MAINTENANCE	6,850	12,000	12,000	15,000	15,000
544400		RENTS/LEASE	0	30,000	30,000	15,000	15,000
554000		TRAVEL REIMBURSEMENT	0	50	50	50	50
581120		CONFERENCE & MEMBERSHIPS	0	150	150	150	150
581135		SCHOOLING	0	150	150	150	150
TOTAL CONTRACTURAL SERVICES			\$163,084	\$187,475	\$187,475	\$189,400	\$189,400
BENEFITS							
520100		LIFE INSURANCE	\$252	\$280	\$280	\$280	\$280
520500		DISABILITY	105	255	255	255	255
520700		F.I.C.A.	18,396	19,800	19,800	21,180	21,180
520750		MEDICARE INSURANCE	4,302	4,630	4,630	4,875	4,875
520905		GENERAL CITY RETIREMENT	1,362	11,990	11,990	15,055	0
TOTAL BENEFITS			\$24,417	\$36,955	\$36,955	\$41,645	\$26,590
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$195	\$500	\$500	\$550	\$550
561800		PROGRAM SUPPLIES	25,180	15,000	15,000	24,000	24,000
TOTAL SUPPLIES AND MATERIALS			\$25,375	\$15,500	\$15,500	\$24,550	\$24,550
OTHER/MISCELLANEOUS							
589000		CONTINGENCY	\$0	\$18,200	\$18,200	\$9,000	\$9,000
589105		CCARD FEES	8,145	6,825	6,825	7,500	7,500
TOTAL OTHER/ MISCELLANEOUS			\$8,145	\$25,025	\$25,025	\$16,500	\$16,500
OPERATING TRANSFERS OUT							
591500		TRANSFERS TO INTERNAL SERVICE	\$100,888	\$109,350	\$109,350	\$121,275	\$121,275
TOTAL OPERATING TRANSFERS OUT			\$100,888	\$109,350	\$109,350	\$121,275	\$121,275
TOTAL TRANSFER STATION FUND			\$630,817	\$693,605	\$693,605	\$736,915	\$721,860